



STATE COASTAL CONSERVANCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE COASTAL CONSERVANCY	RELEASE DATE:	Friday, August 10, 2012
POSITION TITLE:	Chief Counsel, CEA	FINAL FILING DATE:	Thursday, August 23, 2012
CEA LEVEL:	Chief Counsel I, C.E.A. (5872)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,182.00 - \$10,327.00 / Month	BULLETIN ID:	08092012_5

POSITION DESCRIPTION

Under the direction of the Executive Officer, plans, organizes and directs the Legal Programs of the State Coastal Conservancy. Manages four Attorney III's and two Attorney's. Provides legal counsel to the Executive Officer as well as the Conservancy staff in the operations of the Department's legal programs; represents the Executive Officer and serves as the primary legal contact with the Conservancy's Board and clients agencies.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and Either I Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

KNOWLEDGE AND ABILITIES

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced;

principles of public administration, personnel management and supervision; the department's equal employment opportunity objectives; a manager's role in the affirmative action program and the processes available to meet equal employment opportunity objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's equal employment opportunity objectives.

DESIRABLE QUALIFICATION(S)

1. Knowledge regarding the State of California's coastal management program, its implementing agencies, regulatory authorities, planning programs, policies, environmental laws, including knowledge of the Coastal Conservancy's roles and responsibilities in these areas.
2. Familiarity with Division 21 of the California Public Resources Code, and ability to advise the Coastal Conservancy's board and Executive staff on legal matters concerning the performance of their duties under this law.
3. Demonstrated experience in working positively with persons at the executive and managerial and other Coastal Conservancy staff levels, as well as with the Legislature, Governor's Office, state, federal and local governmental agencies to address sensitive, controversial, or state government policy issues, and to effectively carry out the Coastal Conservancy's programmatic goals, fiduciary responsibilities, and legislative requirements.
4. Excellent written and verbal communication skills. Proven ability to review legal documents, real property acquisition documents, and other technical documents and prepare effective and well organized written and verbal summaries and recommended actions.
5. Experience in reviewing and ensuring compliance with California Environment Quality Act documents, real estate documents and transactions, and with state contracting procedures.
6. Demonstrated ability to make sound decisions, exercise excellent independent judgment, provide leadership, develop legal policies, and supervise, inspire, and manage workloads of legal staff of the Coastal Conservancy.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel, CEA**, with the **STATE COASTAL CONSERVANCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and work experience as it relates to the Desirable Qualifications and serves as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final

score and rank on the eligible list, however, interviews may be conducted as part of the examination process. The results of this examination will be used to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and no smaller than 10 font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COASTAL CONSERVANCY, Human Resources
1330 Broadway Suite 1300, Oakland, CA 94612
Regine Serrano | 510-286-4349 | rserrano@scc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COASTAL CONSERVANCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s5/s5871.txt>